

11th WA-Summit-Interim Agenda

May 2021 dates tbc – Wellington, New Zealand



WORLD ADMINISTRATORS

SUMMIT

Day 1 – Cliftons, L28/100 Willis Street, Wellington

- 3.30 p.m. Registration Desk Opens (WA-Alliance Council Secretariat to check credentials)
- 4.30 p.m. **Opening and Official Welcome** – former Chairman WA-Summit Advisory Council, AAPNZ National President, Invited Speaker (to be confirmed)
- 5.30 p.m. Introduction of each nation represented – Co-Convenor Alison McKessar, AAPNZ
- 6.00 p.m. Welcome Reception**
- 7.30 p.m. Dinner** – free choice

Day 2 – Abel Tasman Mercure Hotel, 169 Wills St, Wellington

- 8.00 a.m. Registration Desk Opens (WA-Alliance Council Secretariat to check credentials)
- 8.20 a.m. Plenary**
Welcome – WA-Alliance Council Interim Chair
Country Reports – based on Goal 1 in *Administra* ‘Managing Administrative Skills’ – Co-Convenor Alison McKessar, AAPNZ
- 9.30 a.m. Plenary – Open Forum** (with Facilitators and Note-takers)
open discussion on items not otherwise included in the Agenda
- 10.30 a.m. **Break**
- 11.00 a.m. Plenary – reporting on results from 2018 Topics** (with Facilitators and Note-takers)
1. International Credentialing – Task Force Leader, Wendy Rapana
 2. Skills Set Matrix – Task Force Leader, Vicki Faint
 3. Workplace Harassment – Task Force Leader, Susan Engelbrecht
 4. International Networking/LinkedIn Group – Task Force Leader or representative
 5. Image of our Profession – Task Force Leader or representative
- 1.00 p.m. Lunch and Networking**
- 2.00 p.m. Facilitated Group Discussions 2020 Topics** – (not more than 20 per group)
(each Group with own Facilitator and Note-taker)
1. Professions require qualifications – strategies to encourage and support this and the use of the Skills Matrix
 2. Supporting younger/new entrants to our profession - strategies/tools/training
- 3.30 p.m. **Break**
- 4.00 p.m. Plenary Session** – Interim Chair, WA-Alliance Council
- Presentation of Papers (Brazil, Nigeria)
 - Complete any reporting/discussion not completed
 - Summation of the day
- 5.00 p.m. Close of Day 1**
- 7.00 p.m. Informal dinner**

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Day 3 2020

- 8.30 a.m.** **Facilitated Group Discussions** – (not more than 20 per group)
(each Group with own Facilitator and Note-taker)
3. Career Progression – strategies and tools to support career development
 4. Digital Technology, Artificial Intelligence (AI) – strategies and tools to: attract younger people; upskill; retain; support; mentor
- 10.00 a.m.** **Break**
- 10.30 a.m.** **Plenary Session – Facilitated** (with Note-takers)
5. Finalising Branding of our Profession – Strategies to market the value of our roles
 6. Finalising Measuring effectiveness of WA-Summit outcomes – Strategies/tools/methods
- 12.30 p.m.** **Lunch and Networking**
- 1.30 p.m.** **Plenary Session – Facilitated** (with Note-takers)
(VOTING, if required – ONE VOTE PER COUNTRY)
- Completing discussions of past and new topics, and sharing views from all discussion groups
 - Develop and finalise outcomes of discussions on all topics
- 3.00 p.m.** **Break**
- 3.30 p.m.** **Plenary – WA-Alliance Business Session, Council Interim Chair** (with Note-takers)
- Further WA-Summit events? – Vote required
 - *Administra* – Vote may be required
 - Presentation of Host Country bids for 2024 (not more than 5 mins each)
 - Any other Business since August 2020 Business Session
- 5.30 p.m.** **Close of Summit (Day 2)**
- 6.45 p.m.** **Bus to Parliament**
- 7.00 p.m.** **Closing Reception – Bellamys (Parliament)**
- 7.30 p.m.** **WA-Summit Gala Dinner – Bellamys (Parliament)**
- Welcome – AAPNZ National President
 - Confirmation of 2022 and announcement of 2024 Host Countries – Convenor
 - Guest Speaker –
 - Closing Remarks – WA-Alliance Council Interim Chair